

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PROCUREMENT CONTRACTING TRAINEE - 1740**

**DEFINITION:**

Under immediate supervision, in a training program, to perform increasingly responsible procurement and contracting of goods and services for use by operating departments; and performs related work.

**\* EXAMPLES OF DUTIES:**

- Reviews requisitions, solicits quotations and bids, and prepares and conducts cost analysis for an assigned group of commodities;
- Assists with preparation of proposed specifications for formal or informal solicitations;
- Assists with contracts and performs tasks associated with contract management to ensure compliance of contractual requirements;
- Negotiates with vendors on behalf of client departments;
- Assists with the preparation of information and documentation for bid award protest hearings;
- Advises user departments on appropriate procurement methods, alternate products, and/or recommends substitutes;
- Completes procurement transactions in the City's procurement software module;
- Processes solicitation documents and related correspondence;
- Performs bench-marking research on commodities and services as needed;
- Keeps records and makes reports in accordance to the City's standards and guidelines;
- Other projects and duties as assigned.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter). Additional qualifying professional experience in purchasing and/or contracting a wide variety of governmental, industrial, and/or business equipment, materials, and/or services may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License may be required.

\* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.